

# CITY OF OAKLAND

## BUDGET ADVISORY COMMISSION

Meeting of the City of Oakland Budget Advisory Commission (BAC) held  
Wednesday, September 11, 2024, at 6:00 PM.

The Budget Advisory Commission meeting was held in Hearing Room 2 in City Hall.

### **Commission Members:**

Armand Bryan, Larisa Casillas, Mike Forbes, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe, Mike Petouhoff, Caitlin Prendiville, Sarah Price, Jane Yang, Stephisha Ycoy-Walton

### **City's Representative(s):**

Nathan Bassett – Finance Department  
Ashleigh Kanat – Economic & Workforce Development Department

### **Meeting Minutes:**

#### **1. Administrative Matters**

- Present: Commissioners Bryan, Casillas, Garcia (arrived at 6:06 PM), Grimsley, Petouhoff, Prendiville, Price, Ycoy-Walton and City of Oakland staff members Economic and Workforce Development Director Kanat and Bassett
- Absent: Commissioners Jaffe, Yang
- Quorum was met with 7 members present for the duration of the meeting.
- The meeting was called to order by Chair Price at approximately 6:04 PM.

#### **2. Approval of Prior Meeting Minutes**

This item was moved to the next meeting.

#### **3. Commissioners' Protocol**

Commissioner Ycoy-Walton was welcomed to her first meeting following her appointment during the June City Council meeting.

Staff provided an update on commissioner recruitment and departures. It was noted that four vacancies currently exist, with three additional vacancies anticipated at the beginning of next month. The following positions are or will be vacant:

- One Mayoral appointment
- District 2 appointment (pending)
- District 3 appointment
- District 6 appointment
- Three council committee appointments

#### **4. Finance Department Update**

Staff reported that:

- Work continues on closing the previous fiscal year
- Period 12 closing of last year is expected to complete this week
- The next Revenue & Expenditure (R&E) report preparation will begin soon
- The city administrator has requested expedition of the R&E report
- Work has begun on the next biennial budget, with Phase 1 instructions sent to departments
- Departments have been asked to map positions, create org charts, and provide detailed breakdowns of position duties

#### **5. Economic & Workforce Development Presentation**

Director Ashleigh Kanat presented an overview of the Economic & Workforce Development Department, including:

- Department structure and staffing (45 FTE)
- \$35 million budget overview
- Division descriptions and responsibilities
- Economic development action plan framework
- Data tracking and metrics
- Current priorities and initiatives

Key discussion points included:

- Safety Ambassador Program impact and funding
- Cultural affairs and diversity initiatives
- Public-private partnerships
- Workforce development strategies
- Real estate asset management

#### **6. Budget Survey Polling Discussion**

The Commission discussed the upcoming required budget survey, including:

- Review of draft questions prepared by Commissioner Yang
- Discussion of survey methodology and timing
- Consideration of alternative approaches given current contract status
- Formation of backup plans using digital surveys if needed
- Agreement to continue discussion at the next meeting with more detailed review of questions

#### **7. Ad Hoc Updates and Work Plan**

Updates were provided on various ad hoc committees:

- Unhoused Ad Hoc Committee seeking new members
- Public Safety Ad Hoc Committee seeking new members
- Long-term Liability Ad Hoc Committee seeking new leadership
- Request made to review full work plan at next meeting

## **8. Future Agenda Items**

The following items were requested for future meetings:

- Chamber of Commerce presentation
- Review of historical budget data
- Strategic plan update discussion
- Ad hoc committee framework review
- Elections for commission leadership positions

## **9. Adjournment**

The meeting was adjourned at approximately 7:50 PM.

*These minutes were drafted using a large language model with a transcript of the meeting recording. They were reviewed and edited by a human for accuracy.*